To Access the Workflow Inbox

Click ⏳ or choose SAP menu ➔ Office ➔ SBWP - Workplace

To View the Status of a Request

As the Initiator, you can perform the following activities from your inbox:

1. Review the status of the workflow item using the Workflow Tracker link:
   OM_Control Workflow Tracker .
2. Review the details of the executed workflow item using the Workflow Header link:
   OM_Header PCR -5000001995 - Position:65002877 .
3. Cancel workflow items.
4. Change and resubmit workflow items (when rejected within the approval process).
5. Approve/Reject workflow items.
6. Review the "Agents" next in line to approve the workflow items using the "log" 📜 or Workflow Tracker link.
7. Review the items you have received for approval/processing in your Inbox.
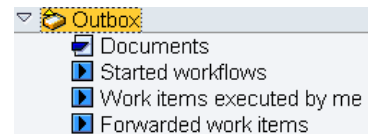8. Review items you have processed in your Outbox.

Inbox
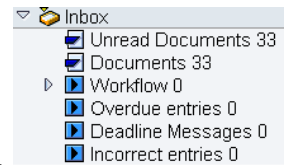
The Inbox gives you the following options to choose from :
1. **Workflow**: This view shows the workflow items in your inbox to be processed.
2. Do not use **Unread Documents**, **Documents**, **Overdue entries**, **Deadline Messages**, or **Incorrect entries** – these functionalities are not currently being used.

Outbox

The Outbox gives you the following options to choose from :

1. **Started workflows**: This view shows the workflow items for the tasks started by you as the Initiator.
2. **Work items executed by me**: This view shows the workflow items that have been executed by you, either within the approval process or as the final processor.
3. Do not use Documents or **Forwarded work items** – this functionality is not currently being used.

PCR's

PA PCR's (Personnel Change Requests) begin with 1* (1000000000)

OM PCR's begin with 5* (5000000000)